

MINUTES
Recreation Commission
City of Willoughby Hills
October 2, 2019

CALL TO ORDER: 7:00 PM

PRESENT: Chairman Sandy Grubiss, Jim Walsh, Lynn Hallum (arrived 7:05 pm), Dee Germano, Jeanne Kaston, Joe Jarmuskiewicz, Vicki Miller and Marcie Levine.

ALSO PRESENT: Katherine Lloyd, Clerk *pro tem*.

DISPOSITION of the MINUTES OF September 4, 2019

MOTION: Marcie Levine moved to accept the Minutes from the Recreation Commission Meeting of September 4, 2019 as presented.
Seconded by Jeanne Kaston
Voice Vote: 5 Ayes and 2 Abstentions (Jarmuskiewicz and Miller)
Motion passes: 5/0.

CORRESPONDENCE

- Email dated 9/4/19 to News-Herald RE: 9/18/19 Recreation Sub-Commission Meeting at 6:00 PM in the O’Ryan Rm. for Fall Craft Show.
- Email dated 9/4/19 to Communications RE: 9/18/19 Recreation Sub-Commission Meeting at 6:00 PM in the O’Ryan Rm. for Fall Craft Show.
- Email dated 9/25/19 to News-Herald RE: 10/2/19 Recreation Commission Meeting.
- Email 9/25/19 to Communications RE: 10/2/19 Recreation Commission Meeting.
- Emails dated 9/25/19 & 9/30/19 to Finance RE: Sept. 460 Rpt.
- Email dated 9/30/19 to News-Herald RE: 10/9/19 Recreation Sub-Commission Meeting at 6:00 PM in the Historical Rm. – Halloween Party.
- Email dated 9/30/19 to Communications RE: 10/9/19 Recreation Sub-Commission Meeting at 6:00 PM in the Historical Rm. - Halloween Party.
- Correspondence Sheet for 10/2/19 meeting.

COUNCIL REPRESENTATIVE’S REPORT (Hallum)

No Report.

RECREATION COORDINATOR’S REPORT - (Recreation Coordinator position is still vacant)

- Staffing Updates: (Sandy Grubiss)
 - Currently we do not have a Recreation Coordinator.
 - Jasmine Grant was hired as the Clerk Stenographer assigned to the Recreation Department.
 - We still need monitors and a part-time Recreation Coordinator.
 - Interviewing is at a halt because Dawn is no longer with us. She was the Assistant Finance Director in charge of Human Resources.
- Willoughby Hills Events Page on Facebook: ‘Likes’ have increased to 635 from 624. We have 652 ‘Followers’ up from 640. Please remember to ‘Like’, ‘Comment’ and ‘Share’ Facebook posts.

YOUTH SPORTS - Update by Joe Jarmuskiewicz.

- Boys Flag Foot Ball They finished 3 weeks with 3 more to go. There are 3 teams in the 9-12 year old division. The younger boys have 5 or 6 teams. Things are working out well on the back fields.
- No Basketball this year.

Upcoming Events

- Fall Craft Show (Saturday, October 12th from 9 am to 3 pm)
Sub-Committee meeting for Fall Craft Show (9/18/19) – Recap by Vicki Miller
 - Vicki, Marcie and Sandy met to discuss finalizations. Marcie compiled a roster of the vendor participants and their slot assignments. She continued to work on the map and the vendor game. Sandy gave update on the volunteer situation and made sure the volunteers were in place. Vicki has maintained correspondence with the vendors and with new inquiries and has packets ready.
 - Advertising - Mark did a great job getting all the event signs up right away. Vicki sent bulletin announcements to the churches in Willoughby Hills. She got advertisement in the Fall Craft Fair magazine. Sandy listed it on Facebook. So far, 151 people plan to attend and 3,500 indicate interest. As the event is updated, all those people get the update. She also advertised it on Craig's List. Additional advertising is planned when the event is closer.
 - Volunteers –
 - This is a big event that needs a lot of people and a lot of support
 - Key Club- Sandy requested volunteers for Friday night set up and Saturday during the event. On follow up, the director, Allison Colonna said she did not have anyone sign up for either day because they have two other events the same day. She did reach out to a few of the Boy Scouts and National Honor Society members who also participate in Key Club. They are checking for volunteers. Alison did say that, if the levy does not pass, Key Club will be cut as of November 1st.
 - Board suggestions included going to other schools and the churches. Vicki will reach out to Cornerstone Academy. Marcie will ask the Youth Group leader from her church.
 - Lions will have the food concessions for the event.
- Halloween Party (Friday, October 18th from 6-8:30 pm)
 - Set Up on Thursday night: Zumba is scheduled but only in one room. Lynn and Joe said that the other rooms could be set up around the Zumba schedule. Joe will follow up with Gloria. Set up planned to start at 6:30. Joe will confirm time with Sandy.
 - Everything is coming together. The NOPEC grant money purchased the bounce house, the games and prizes which have been received. Thank you, NOPEC! Pizza will be ordered this week. The check for the DJ will be made out. Donuts have been ordered. Coloring Contest with Activities list is ready. Additional Activity lists will be posted around the venue.
 - Circular Labels have ordered so each child in costume will wear a number to coordinate with the sign-up sheet for the contest.
 - Anticipated attendance – In 2017, there were 214 children. There was no count on the adults. Sandy will make 250 labels. Lists will be prepared.
- 2nd Halloween Sub-Committee scheduled for October 9th from 6-7:00 PM.
Sandy will send out a reminder.

- Winter Fest (Sunday, September 8th from 5-7 pm)
Fire Chief Rob Gandy - Sandy is setting up a meeting. Ray Somich will loan his equipment for the DJ. Dee's husband will be the DJ. Sub-Committee will be set up soon.
- Christmas Card Lane
Gloria sent about 30 renewals for Christmas Care Lane. She will also send out letters to local businesses to see if they want to participate.
- Breakfast with Santa / Santa Shop (December 14th from 8:30 am to 12:00 Noon)
Order forms were passed out at Touch A Truck event by Jeanne. We will start accepting order forms on November 1st. Sub-Committee will be set up soon.
- Cross Promoting of Events
Jeanne passed out Upcoming Events packets at Touch A Truck. Gloria will hand out more packets at the 5K event at Cleveland Clinic this weekend.
- Fall Craft Show (Saturday, October 12th from 9 am to 3 pm)
Additional advertising is planned when the event is closer.

460 FUND REPORTS for September 2019:

- This is still a draft report. It was emailed to everyone.
- The Beginning Balance is \$23,185.87. The YTD Received total \$19, 850.37. That total includes the NatureWorks grant of \$16,777.75, bank interest, Halloween NOPEC grant of \$1,500.00 and the profits from the Pancake Breakfast of \$1,351.94. YTD Expenses were the \$28 filing fee for the NatureWorks grant and the money spent on the bounce house, the games and prizes. All but about \$1.00 Of the NOPEC grant. The Unexpensed is \$41,510.44 and the YTD Encumbered Funds is \$41,510.44

COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORTS for September 2019:

For September, the Total Revenue was \$93,614.89. Sandy sent a list of questions prepared by Marcie and Sandy to Frank Brichacek.

UNFINISHED BUSINESS

- 1.) Touch A Truck (Saturday, September 14th from 10 am to 2 pm).

Jeanne handed 100 packets about the Upcoming Events together in about 1 hour. Next year we will have many more packets ready to be handed out. Sandy took pictures at the event and posted on Facebook.

2.) 2020 Proposed Recreation Event Dates

- WH Recreation Pancake Breakfast – Sunday, March 8, 2020, 8:30am – 1:30pm
- WH Lions Pancake Breakfast – Sunday, March 15, 2020, 8:30am – 1:30 pm
- Spring Craft Show – Saturday, March 28, 2020, 9am – 3pm
 - *Will remain a 1-day event.*
- Eggstravaganza at Calvary Assembly of God – Saturday, April 4, 2020, 10am – 12pm,
- Safety Town – June 22-26, 2020 – *Will confirm with instructor*
- WH Captains Day at Classic Park – JULY – TBA
 - *Lynn will head that.*
 - *Too early to have a date*
- Garage Sale Day in Willoughby Hills – Saturday, August 1, 2020
- Art Gallery Reception (Quilt Exhibit) – Friday, September 4, 2020, 7-9 pm
- Touch A Truck – Saturday, September 12, 2020, 10am – 2pm
- Wellness Run with Cleveland Clinic and Classic - October, 2020 - TBA
- Fall Craft Show – Saturday, October 16, 2020, 9am -3pm - Possible 2-day Event.
 - *Facebook poll was overwhelming for 2 days. Will have Exit Poll for the vendors.*
 - *Need to be certain that Sunday is clear.*
- Halloween Party – Friday, October 16, 2020, 6-8:30 pm
- Trick Or Treat ~~and Trunk or Treat~~ – Saturday, October 31, 2020, 6-8pm city-wide.
 - *Trunk or Treat removed, by unanimous consensus.*
 - *There are enough Halloween things going on.*
- Winter Fest and Christmas Card Lane – Sunday, December 6, 2020, 5-7pm
- Breakfast with Santa and Santa Shop – Saturday, December 12, 2020, 8:30am – 12pm

NEW BUSINESS

Grandstands for the Baseball fields.

Joe suggested adding more grandstand. Process of ordering takes a while. Seven were ordered last time. We could have benches for both the Home Team and Visitors for a couple of fields. We can look at the company used before to check costs and to get the same type. Joe will meet with Mark to assesses the fields and the need and bring back a report. Sandy will be able to research amounts in January based on her current schedule.

PUBLIC PORTION

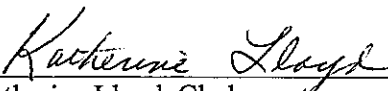
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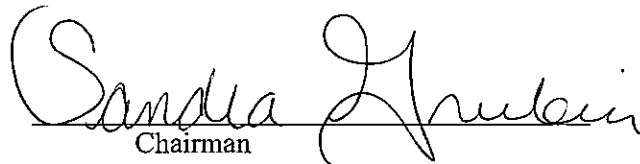
None

Public Portion closed at 7:34 PM.

ADJOURNMENT:

Meeting adjourned at 7:35 PM by Sandy Grubiss with voice vote consensus.


Katherine Lloyd, Clerk *pro tem*


Chairman

Date approved: 11-6-19

Note: Meetings of the Recreation Commission are recorded and recordings are public record.